



Cerini Centre – Social & Affordable Housing Project

Emergency Management Plan



**February 2023
Version 1**

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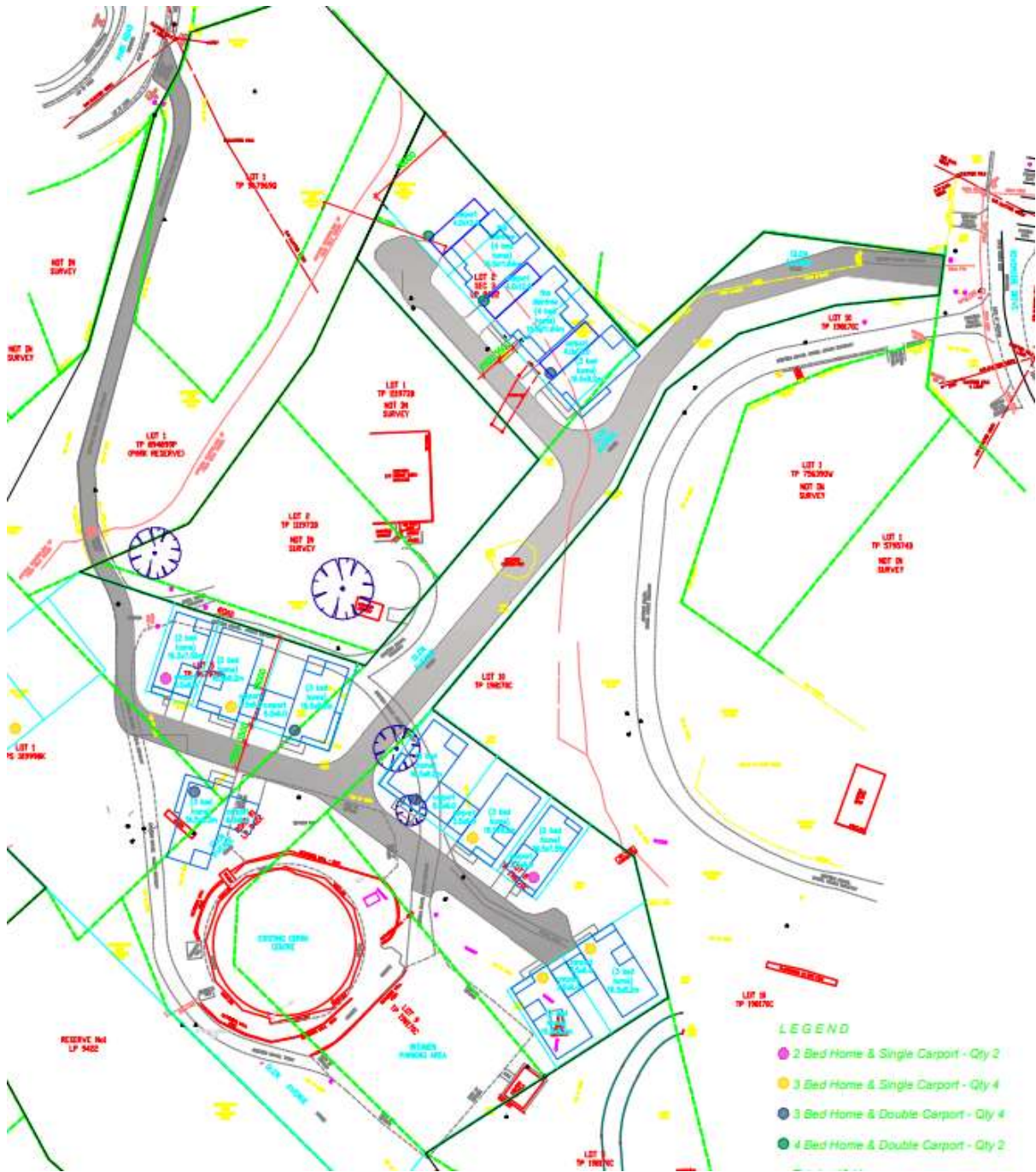
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BUSINESS DESCRIPTION / PROFILE

Name	Cerini Centre Housing Project
Local Government Area	Yarra Ranges Shire Council
Street address	5 Park Road, Warburton, 3799
Postal address	TBA
Phone number	TBA
Land tenure	Freehold
Name of owner	TBA
Name of manager	TBA
Number of sites	12 Housing Project Owned 2, 3 and 4 Bedroom UMD Homes
Capacity (number of people)	60 (Peak)
Permanent residents (number of people)	12 Sites : 60 People

Site Plan of Cerini Centre Housing Project



Description of Cerini Centre Housing Project

The land upon which the housing project is to be sited is locally known as the Cerini Centre and is located off Park Avenue in Warburton.

It is the history of this parcel of land that also lends itself to this housing project land. Father Cerini was a prominent local figure until his untimely passing in 1968. The Cerini Centre building which is planned in the future hub for education, counselling and gathering was originally constructed built by Father Cerini and the community in the 1950s as "St Joseph's Catholic School". The centre has strong community pedigree, and is destined to be re-invigorated to become the next chapter in what could have been Father Cerini's vision of caring for the community with the establishment of 12 two, three and four bedroom UMD homes for families needing accommodation.

The project team has set down some criteria for this project based on the specific needs of our region:

- We would like to provide an initial boost to Social and Affordable housing stock of between 12 homes within the Warburton district. More to come later if possible.
- These homes need to be close to schools and public transport.
- The homes would need to be managed by an accredited local organisation.
- At least 2 homes be maintained for short term family crisis accommodation.
- These homes be managed with the intent of providing leases for up to say 5 years with the intent of assisting these people to obtain longer term affordable accommodation. I.e. they not be used for long term accommodation. Albeit this would not be ruled out from future stages of this style of project.

The main Assembly area is:

- **On the bitumen hard standing area to the west of the Cerini Centre Building.**

The Nearest Neighborhood Safer Place of Last Resort Assembly area is:

- **The Warburton Recreation Reserve which is located 350m from the site**

Description of previous emergencies

Being in a mountainous bush area, the area is susceptible to falling limbs from trees and high fire risk during summer.

This Emergency Management Plan recognizes those additional risks and the EMP management strategies have been prepared accordingly.

Messages and Warnings

The park monitors warnings in relation to:

- Fire Risk
- Flooding
- Severe Weather
- Emergency Incidents

Housing Project staff monitor messages and warnings by radio, internet broadcasts, weather forecasts and by local communication. This includes:

- CFA Broadcasts, Alerts and Warnings
- Bureau of Meteorology Weather Forecasts & Warnings
- Melbourne Water Warnings in relation to floods
- SES Warnings
- News Alerts
- CFA Incident App

Warnings are updated and communicated to Housing Project clients by issuing notices on the Housing Project notice board, via email and via SMS.

Identified Risks

Likelihood Description

- Almost certain - A hazard event is expected in most circumstances
- Likely - A hazard event will probably occur in most circumstances
- Possible - A hazard event could take place at some time
- Unlikely - A hazard event unlikely to take place
- Rare - A hazard event may take place only in exceptional circumstances

Consequence Description

- Catastrophic Significant fatalities, extensive damage, park potentially out of business, large number of severe injuries
- Major Some fatalities, significant damage, significant financial loss, extensive injuries
- Moderate No fatalities, localized damage, significant financial loss, medical treatment required including some hospitalisation
- Minor First aid treatment required, minor damage, some financial loss
- Insignificant No injury, little or no damage, little or no financial loss

Risk Matrix

Consequence → Likelihood ↓	Insignificant	Minor	Moderate	Major	Catastrophic
Almost certain	High	High	Extreme	Extreme	Extreme
Likely	Moderate	High	High	Extreme	Extreme
Possible	Low	Moderate	High	Extreme	Extreme
Unlikely	Low	Low	Moderate	High	Extreme
Rare	Low	Low	Moderate	High	High

PART ONE – IDENTIFIED RISKS

Hazard	Description	Current Controls	Likelihood of occurring	Consequence of occurring	Risk Category	Risk Mitigation
Bushfire	Surrounding Mountains, bushland and grasslands including airborne ember attack into park grounds.	Monitor CFA & SES warnings & updates, seek Emergency Services advice, provide regular staff and patron briefings, consider evacuations and park closure	Likely	Major	Extreme	Section 3.1
Flood	Adjacent 4 Mile Creek and nearby Yarra River	Monitor advice from Melbourne Water, BoM & SES.	Unlikely	Minor	Low	Section 3.2
Storm	Housing Project Structures including occupied & unoccupied structures, tree damage	Monitor CFA & SES warnings & updates, regular arborist inspections, park controls on erection of structures	Possible	Moderate	High	Section 3.3
Structural Fire	Housing Project Structures including Cerini Centre Community Hub	Monitor CFA & SES warnings, park controls on LPG gas bottles, BBQ's. Enforce CFA caravan park compliance measures	Likely	Major	Extreme	Section 3.4
Gas Leak	Housing Project owned LPG cylinders	Ensure regular inspections incl Office Gas Safety, enforce CFA caravan park compliance measures	Possible	Major	Extreme	Section 3.5
Disease	Contagion or Contamination	Ensure Health compliance, cleaning of park facilities, regular rubbish removal	Rare	Minor	Low	Section 3.6
Water Pollution	Contamination of 4 Mile Creek and Potable Water	Ensure Health compliance, correct treatment of park sewer & effluent	Rare	Moderate	Moderate	Section 3.7
Heatwave	Summer heat spells	Provide warnings to Housing Project clients, provide shade areas, provide potable water	Likely	Minor	High	Section 3.8
Drought	Season Dry Spells	Provide warnings to Housing Project clients, avoid fire risks, keep establish trees watered, provide shade & potable water	Likely	Minor	High	Section 3.9
Landslip	Landslip into 4 Mile Creek & access roads	Monitor warnings, early evacuations	Rare	Moderate	Moderate	Section 3.10
Dam Failure	Upper Yarra Dam (25kms Upstream)	Monitor warnings, early evacuations	Rare	Moderate	Moderate	Section 3.11
Medical Emergency	Environmental risks – falling tree limbs, wild animals / snake bites, personal medical illness – heart attacks, strokes	Housing Project compliance to lessen environmental risk, monitoring and keeping neighbourly contact with clients.	Likely	Moderate	High	Section 3.12

PART ONE – TREATMENTS (PREVENTION & PREPARATION)

(To eliminate or reduce the incidence or severity of emergencies by mitigating their effects)

1.1 Bushfire

ACTION	WHEN	WHO	HOW (e.g. resources)
Check currency and relevance of insurance	Always	Manager	Contact insurance company / broker
Ensure sites clean and tidy	Regularly & Before Fire Season	Housing Project Management	Physically inspect, monitor, clean up or enforce compliance
Removal of Green Waste	Ongoing	Housing Project Management	Constant removal of green waste and recycling
Arborist Inspection	Annual	Housing Project Manager	Engage accredited contractors
Fire Equipment Service Inspection	Quarterly	Housing Project Manager	Engage accredited contractors
CFA Park Inspection	TriAnnually	Municipality	Arrange Tri-Annual Fire inspection
EMP Training Drills (for all risks)	Quarterly	Housing Project Manager	Arrange & participate in Staff Training

1.2 Flood

ACTION	WHEN	WHO	HOW (e.g. resources)
Maintain a flood emergency kit	Always	Housing Project Manager	Purchase
Keep drains clean	Weekly	Housing Project Manager	Regular inspection & cleaning
Emergency Exits Accessible	Monthly	Housing Project Manager	Ensure clear and accessible

1.3 Storm

ACTION	WHEN	WHO	HOW (e.g. resources)
Check currency and relevance of insurance	Annually	Housing Project Manager	Contact insurance company / broker
Periodic Inspection of Drainpipes & Gutters	Quarterly	Housing Project Manager	Engage accredited contractors
Securing Loose Items & Material	Upon Storm Warnings	Housing Project Manager	Physical park & infrastructure inspection

1.4 Structural Fire

ACTION	WHEN	WHO	HOW (e.g. resources)
Check currency and relevance of insurance	Annually	Housing Project Manager	Contact insurance company / broker
Removal of flammable material from sites	Monthly	Housing Project Manager	Environmental controls and cleaning
Test & Tagging of Electrical Appliances	As per Statute	Housing Project Manager	Engage accredited contractors
LPG Cylinder Checks	As per CFA caravan park guidelines	Housing Project Manager	Regular Site inspection & encourage Office of Gas Safety inspections
Installation of Smoke Detectors	As per CFA caravan park guidelines	Housing Project Manager	Ensure all park structures comply, Encourage private compliance
Refer to BUSHFIRE TEMPLATE 3.1			

1.5 Gas Leak

ACTION	WHEN	WHO	HOW (e.g. resources)
Check currency and relevance of insurance	Always	Housing Project Manager	Contact insurance company / broker
CFA caravan park guidelines compliance	Always	Housing Project Manager	Physical Site Inspection and encourage Office of Gas Safety Inspections for private structures
Bulk Storage Tanks	Always	Housing Project Manager	Ensure compliance with CFA Caravan park fire safety guidelines

1.6 Disease (water, vector etc)

ACTION	WHEN	WHO	HOW (e.g. resources)
Ensure Backwash Check Valves fitted to mains water supply effective	Annually	Housing Project Manager	Engage accredited contractor
Ensure sewer disposal effective	Annually	Housing Project Manager	Engage accredited contractor
Ensure Health Compliance of Facilities	Daily	Housing Project Manager	Cleaned to acceptable standards
Ensure Regular Rubbish Remove	Daily	Housing Project Manager	Rubbish bins emptied and disinfected regularly

1.7 Water Pollution

ACTION	WHEN	WHO	HOW (e.g. resources)
Ensure Sewer System working effectively	Always	Housing Project Manager	Contact servicing contractor
Ensure no run off or discharge into Yarra River	Always	Housing Project Manager	Physical Site Inspections
Provide potable water	Always	Housing Project Manager	Physical Site Inspections

1.8 Heatwave

ACTION	WHEN	WHO	HOW (e.g. resources)
Alert park residents of heatwave and heat health awareness information	Heatwave alert days	Housing Project Manager	Health Department & Local Council Health Officer

1.9 Drought

ACTION	WHEN	WHO	HOW (e.g. resources)
Tree Inspection	Annually	Housing Project Manager	Engage accredited Arborist
Watering of trees	During drought	Housing Project Manager	Ensure trees watered regularly
Area Clean Up	During drought	Housing Project Manager	Ensure park area under trees kept clean and tidy.
Site Closure	During drought	Housing Project Manager	Consider closing and securing of high risk sites under or near trees

1.10 Landslip

ACTION	WHEN	WHO	HOW (e.g. resources)
Check currency and relevance of insurance	Upon report or incident occurring	Housing Project Manager	Contact insurance company / broker

1.11 Dam Failure

ACTION	WHEN	WHO	HOW (e.g. resources)
Check currency and relevance of insurance	Upon report or incident occurring	Manager	Contact insurance company / broker

1.12 Medical Emergency

ACTION	WHEN	WHO	HOW (e.g. resources)
First Aid Kits	6 monthly	Housing Project Manager	Maintain compliant first aid kit at office and in park vehicles
First Aid Kit Maintenance	6 monthly	Housing Project Manager	Engage accredited contractor to check and maintain first aid kits
First Aid Training	Annually	Housing Project Manager	Ensure all staff are trained to Level 2 First Aid Qualification

PART TWO– RESPONSE *(The combating of emergencies and the provision of rescue and immediate relief services)*

2.1 Bushfire

ACTION	WHEN	WHO	HOW (e.g. resources)
Check www.bom.gov.au for long range weather information and weather warnings	Peak Fire Season	Housing Project Manager	Monitor, Record & Respond
Check www.cfa.vic.gov.au for incident updates and fire information	Peak Fire Season	Housing Project Manager	Monitor, Record & Respond
Staff Training	Always	Housing Project Manager	Ensure all staff fully trained and competent to respond
Emergency Management Plan	Always	Housing Project Manager	Ensure EMP up to date and staff training undertaken to ensure competency
Call CFA	In event of fire in Housing Project Area	Staff	Call 000 and have a staff member direct responding unit(s) to scene
Implement Emergency Management Plan	In event of Bushfire outside Housing Project Area	Housing Project Manager & Delegated Wardens	Action EMP
Notify all Park Clients	In event of Bushfire outside Housing Project Area	Housing Project Manager & Delegated Wardens	Arrange onsite client briefings
Maintain movement of Persons & record client particulars (Stay or Self Evacuate)	In event of Bushfire outside or fire inside Housing Project Area	Housing Project Manager & Delegated Wardens	To Safe Assembly Area
Open Emergency Exits	In event of Bushfire outside or fire inside Housing Project Area	Housing Project Manager & Delegated Wardens	Ensure Emergency Exits are open if safe to do so
Implement Bush Fire Survival Plan	In event of Bushfire outside or fire inside Housing Project Area	Housing Project Manager & Delegated Wardens	Commence first response & property protection if safe to do so
Implement Bush Fire Survival Plan	In event of Bushfire outside or fire inside Housing Project Area	Housing Project Manager & Delegated Wardens	Take control, direct & manage evacuation to safe refuge areas

2.2 Flood

ACTION	WHEN	WHO	HOW (e.g. resources)
Check www.bom.gov.au , VICSES and radio station ABC Radio 770 for information about flooding	Always	Housing Project Manager	Monitor, Record & Respond
Check www.bom.gov.au for long range weather information and weather warnings	Always	Manager	Monitor, Record & Respond
Implement Emergency Management Plan	In event of flood or predicted flood	Housing Project Manager & Delegated Wardens	Action EMP
Notify all Housing Project Clients	In event of flood or predicted flood	Housing Project Manager & Delegated Wardens	Arrange onsite Client Briefings
Maintain movement of Persons & record client particulars (Stay or Self Evacuate)	In event of flood or predicted flood	Housing Project Manager & Delegated Wardens	To Safe Assembly Area
Carry out Environmental protection measures as per the Flood Management Plan addendum to the EMP	In event of flood or predicted flood	Housing Project Manager & Delegated Wardens	See procedures outlined in the Addendum

2.3 Storm

ACTION	WHEN	WHO	HOW (e.g. resources)
Check www.bom.gov.au , VICSES and radio station ABC Radio 96.1FM for information about flooding	Always	Housing Project Manager	Monitor, Record & Respond
Check www.bom.gov.au for long range weather information and weather warnings	Always	Manager	Monitor, Record & Respond
Implement Emergency Management Plan	In event of storm or predicted storm	Housing Project Manager & Delegated Wardens	Action EMP
Notify all Housing Project Clients	In event of storm or predicted storm	Housing Project Manager & Delegated Wardens	Arrange onsite Client Briefings
Secure all loose items, property or structures	In event of storm or predicted storm	Housing Project Manager & Delegated Wardens	Physical Site Inspection and issue directives to park clients
Maintain movement of Persons & record client particulars (Stay or Self Evacuate)	In event of storm or predicted storm	Housing Project Manager & Delegated Wardens	To Safe Assembly Area

2.4 Structural Fire

ACTION	WHEN	WHO	HOW (e.g. resources)
First Response	Upon Alarm or Notification of Fire	Staff on Duty	Call 000 – attend scene and provide first response if safe to do so
Check www.bom.gov.au for long range weather information and weather warnings	Peak Fire Season	Housing Project Manager	Monitor, Record & Respond
Check www.cfa.vic.gov.au for incident updates and fire information	Peak Fire Season	Housing Project Manager	Monitor, Record & Respond
Staff Training	Always	Housing Project Manager	Ensure all staff fully trained and competent to respond
Emergency Management Plan	Always	Housing Project Manager	Ensure EMP up to date and staff training undertaken to ensure competency
Call CFA	In event of fire in park	Staff	Call 000 & have a staff member direct responding units to scene
Implement Emergency Management Plan	In event of Bushfire outside Park	Housing Project Manager & Delegated Wardens	Action EMP
Notify all Housing Project Clients	In event of Bushfire outside park or fire inside park	Housing Project Manager & Delegated Wardens	Arrange onsite client briefings
Maintain movement of Persons & record client particulars (Stay or Self Evacuate)	In event of Bushfire outside or fire inside park	Housing Project Manager & Delegated Wardens	To Safe Assembly Area
Implement Bush Fire Survival Plan (if necessary)	In event of Bushfire outside or fire inside park	Housing Project Manager & Delegated Wardens	Commence first response & property protection if safe to do so
Implement Bush Fire Survival Plan (if necessary)	In event of Bushfire outside or fire inside park	Housing Project Manager & Delegated Wardens	Take control, direct & manage evacuation to safe refuge areas

In the event that there is a UMD Dwelling/Structure fire;

- Assist any injured persons.
- Attempt to extinguish the fire with the fire blanket and or fire extinguisher in the specific cabin (only if safe to do so)
- Evacuate all members of the Guests group
- Raise the alarm by sending for assistance from the reception office
- Turn off power and gas if possible
- Do not put yourself or anyone else at risk
- Evacuate Park when necessary

In the event that there is a Bushfire;

- In the event that a Park warden directs guests to evacuate to a nominated assembly area;
- Isolate gas and power to the sites
- Wardens must ensure all members of the Guests group are present and proceed to Evacuation Assembly Area
- Advise Guests to stay calm and await further instructions

Note:

Advise Housing Project Clients to NOT move vehicles as this makes it difficult for the CFA to access the Housing Project and the main highways may be closed.

2.5 Gas Leak

ACTION	WHEN	WHO	HOW (e.g. resources)
First Response	Immediately	Staff Member	Attend scene and shut down gas if safe to do so.
Staff Training	Always	Housing Project Manager	Ensure all staff fully trained and competent to respond
Emergency Management Plan	Always	Housing Project Manager	Ensure EMP up to date and staff training undertaken to ensure competency
Call CFA	In event of fire in park	Staff	Call 000 & have a staff member direct responding units to scene
Implement Emergency Management Plan	In event of major gas leak in park or outside park	Housing Project Manager & Delegated Wardens	Action EMP
Notify all Park Clients	In event of major gas leak in park or outside park	Housing Project Manager & Delegated Wardens	Arrange onsite client briefings
Maintain movement of Persons & record client particulars (Stay or Self Evacuate)	In event of major gas leak in park or outside park	Housing Project Manager & Delegated Wardens	To Safe Assembly Area
Implement Bush Fire Survival Plan (if necessary)	In event of major gas leak in park or outside park	Housing Project Manager & Delegated Wardens	Commence first response & property protection if safe to do so
Implement Bush Fire Survival Plan (if necessary)	In event of major gas leak in park or outside park	Housing Project Manager & Delegated Wardens	Take control, direct & manage evacuation to safe refuge areas

2.6 Disease (water, vector etc)

ACTION	WHEN	WHO	HOW (e.g. resources)
Isolate affected area and/or persons	Upon report	Housing Project Manager	Liaison with Local Council Health Officer (CHO)
Implement Emergency Management Plan	In event of report of major disease outbreak	Housing Project Manager & Delegated Wardens	Action EMP
Notify all Housing Project Clients	In event of report of major disease outbreak	Housing Project Manager & Delegated Wardens	Arrange onsite client briefings & follow directives of CHO

2.7 Water Pollution

ACTION	WHEN	WHO	HOW (e.g. resources)
Prevent the use of the water supply	Immediately upon report	Housing Project Manager	Sign, cordon off; liaise with Local Council Health Officer and/or water authority
Implement Emergency Management Plan	In event of report of major disease outbreak	Housing Project Manager & Delegated Wardens	Action EMP
Notify all Housing Project Clients	In event of report of major disease outbreak	Housing Project Manager & Delegated Wardens	Arrange onsite client briefings & follow directives of CHO

2.8 Heatwave

ACTION	WHEN	WHO	HOW (e.g. resources)
Provide a cool place for patrons	During a heat wave	Housing Project Manager	Provide shade respite, well ventilated areas and plentiful potable water, monitor elderly clients
Identify high risk Housing Project Clients	During a heat wave	Housing Project Manager	Identify high risk clients susceptible to heat affect & check on well being
Implement Emergency Management Plan	In event of report of heatwave likely to affect park clients	Housing Project Manager & Delegated Wardens	Action EMP

2.9 Drought

ACTION	WHEN	WHO	HOW (e.g. resources)
Watering of Shade Trees	Regularly	Housing Project Manager	Ensure established vegetation and trees are watered if possible. (Prevent limb shedding)
Provide a cool place for patrons	During a heat wave	Housing Project Manager	Provide shade respite, well ventilated areas and plentiful potable water, monitor elderly clients
Implement Emergency Management Plan	In event of report of drought likely to affect Housing Project clients	Housing Project Manager & Delegated Wardens	Action EMP
Monitor fire risks	During Drought	Housing Project Manager	Ensure that sites and park kept clean and tidy, reduce fire risks
Monitor native Animal / Reptile risks	During Drought	Housing Project Manager	Notify park clients, erect warning signage, provide watering troughs

2.10 Landslip

ACTION	WHEN	WHO	HOW (e.g. resources)
Identify Risk Areas	Annually	Housing Project Manager	Identify, record & monitor
Implement Emergency Management Plan	In event of major land slip in park or outside park	Housing Project Manager & Delegated Wardens	Action EMP
Notify all Park Clients	In event of major land slip in park or outside park	Housing Project Manager & Delegated Wardens	Arrange onsite client briefings
Maintain movement of Persons & record client particulars (Stay or Self Evacuate)	In event of major land slip in park or outside park	Housing Project Manager & Delegated Wardens	To Safe Assembly Area

2.11 Dam Failure

ACTION	WHEN	WHO	HOW (e.g. resources)
First Response	Upon Alarm or Notification of Emergency	Staff on Duty	Call 000 – attend scene and provide first response if safe to do so
Check www.bom.gov.au for long range weather information and weather warnings	Upon Alarm or Notification of Emergency	Housing Project Manager	Monitor, Record & Respond
Check www.cfa.vic.gov.au for incident updates and fire information	Upon Alarm or Notification of Emergency	Housing Project Manager	Monitor, Record & Respond
Staff Training	Upon Alarm or Notification of Emergency	Housing Project Manager	Ensure all staff fully trained and competent to respond
Emergency Management Plan	Upon Alarm or Notification of Emergency	Housing Project Manager	Ensure EMP up to date and staff training undertaken to ensure competency
Call CFA	Upon Alarm or Notification of Emergency	Staff	Call 000 & have a staff member direct responding units to scene
Implement Emergency Management Plan	Upon Alarm or Notification of Emergency	Housing Project Manager & Delegated Wardens	Action EMP and seek Emergency Services advice
Notify all Housing Project Clients	Upon Alarm or Notification of Emergency	Housing Project Manager & Delegated Wardens	Arrange onsite client briefings
Maintain movement of Persons & record client particulars (Stay or Self Evacuate)	Upon Alarm or Notification of Emergency	Housing Project Manager & Delegated Wardens	To Safe Assembly Area

2.12 Medical Emergency

ACTION	WHEN	WHO	HOW (e.g. resources)
First Response	Upon Alarm or Notification of Emergency	Staff on Duty	Call 000 – attend scene and provide first response if safe to do so
Call an ambulance	Immediately when reported	Manager	Contact 000.

PART THREE- STANDARD OPERATING PROCEDURES

These specific Standard Operating Procedures (SOP's) work in conjunction with the response actions as outlined in Part 2

In an **EMERGENCY** The Housing Project Manager will be notified immediately and shall determine if other Staff or Housing Project Wardens will be contacted & activated as Incident Responders.

In an **INCIDENT** The Housing Project will be divide into SECTORS with a Housing Project Warden being allocated a SECTOR. This will be dependent on the type of incident and availability of staff or Wardens at the time of the incident.

One Staff Member or Warden will be allocated responsibility of the Emergency Assembly Area, taking the particulars (name / address / contact details of each person) and keeping them informed of the incident.

All Staff Members / Wardens MUST wear a reflective Orange Safety Vest which are kept at the office.

The Housing Project Manager, Staff / Wardens will communicate by Mobile Telephone during an Emergency or Incident with a backup of UHF radios. Keep communications to a minimum. In the event of mobile telephone outage, communications will be by handheld two-way radio.

Equipment

All Personnel Details, emergency telephone numbers, park sector maps, torches, vests and handheld radios are stored in the Emergency Box at the Caravan Park Reception Office.

Resources

The Housing Project Manager resides onsite at the caravan park.

There is always a minimum of ONE Staff Member on duty during business hours.

Resource Response Time

Residing Onsite	Local Area	Out of Area
Manager TBA	Manager TBA	Manager TBA
Office Staff TBA	Office Staff TBA	Office Staff TBA
Ground Staff TBA	Ground Staff TBA	Ground Staff TBA
Total TBA	Total TBA	Total TBA

3.1 Roles & Responsibilities

Name	Contact	Mobile	Role	Responsibility
TBA			Chief Warden	Allocate Sectors, manage incidents
TBA			Deputy Chief / Warden Communications Officer	All central Communications Officer, use cordless & mobile phones

If an emergency situation follow these steps:

1. Raise the alarm, Report to Reception and inform the Chief or Deputy Chief Warden of the situation, Either the vehicle mounted siren or the Portable Emergency Warning Siren located in the office will be sounded 3 times in short bursts which informs all Housing Project Clients and other Personnel of an incident.
2. The Chief or Deputy Chief Warden will then direct wardens to perform warden duties depending on the situation.
3. Park personnel then follow their responsibilities as outlined in EMP (As below).

Chief Warden's Emergency Responsibilities

On hearing an alarm or becoming aware of an emergency the Chief Warden should take the following actions;

- Attend the emergency control point located directly in front of the office
- Ascertain the nature and scope of the emergency
- Ensure the appropriate response has been actioned
- Ensure that the emergency services have been notified
- Obtain Communications Handset from Reception office and establish/maintain communications with Area Wardens and Communications Officer.
- Put on appropriate PPE
- Initiate evacuation of affected areas if necessary. The PA system installed in David's Toyota Land Cruiser may be used to broadcast the evacuation notice to Guests
- Brief the incoming emergency services and respond to their requests

Deputy Warden's Emergency Responsibilities

On hearing an alarm or becoming aware of an emergency the Deputy Chief Warden shall be required to assume the responsibilities normally carried out by the Chief Warden in their absence, or otherwise assist the Chief Warden and other Wardens as required.

Warden's Emergency Responsibilities

On hearing an alarm or becoming aware of an emergency the Wardens should take the following actions

- Notify the CFA or other emergency service.
- Notify Chief Warden and act on instructions.
- Put on Appropriate PPE.
- Obtain Communications Handset from Reception office and establish/maintain communications with Chief Warden and Communications Officer.
- Search area to ensure all persons are accounted for.
- Advise Chief Warden of circumstances and actions taken
- Provide lists of the occupants of their area that are to be accounted for
- Confirm when all persons are accounted for
- Ensure orderly evacuation to assembly areas
- Assist mobility impaired persons or delegating this task
- Maintaining control of persons evacuated to assembly area
- Operating first attack firefighting equipment (Only if trained and safe to do so)

Chief Warden's Normal Responsibilities

- Oversee and Support the activities of all other Wardens
- Assist management with determining emergency management policy
- Regularly review the Emergency Management Plan
- Appointment of personnel to all positions
- Determine training strategies for all personnel
- Co-ordinate all drills and exercises

In the event that Housing Project staff direct clients to evacuate, they are to do so immediately. They are to be directed to the Emergency Assembly Area's by park emergency wardens.

The main Assembly area is:

- **On the bitumen hard standing area to the west of the Cerini Centre Building.**

All Housing Project Clients are to be provided with an induction upon their initial arrival to ensure they are clear on the location of the assembly area. A staff Emergency Warden will assist clients to the Emergency assembly area and keep them informed of the situation.

Should the situation require evacuation to a secondary Major evacuation point, the Major Evacuation location referred to as the Nearest Neighborhood Safer Place of Last Resort Assembly area is the **Warburton Recreation Reserve which is located 350m from the site.**

Should this be deemed appropriate by Emergency Personnel, Housing Project Staff would direct clients to use the Project rear access road to Park Road or to travel via the internal Housing Project Road to Riverside Drive then head to the Warburton Highway towards the Warburton Township on foot to the Warburton Recreation Reserve. Housing Project Staff would direct Guests to proceed directly to the Oval.

PART FOUR – RECOVERY

(The assisting of persons and communities affected by emergencies to achieve a proper and effective level of functioning)

4.1 Bushfire

BUSHFIRE				
ACTION	WHEN	WHO	HOW (e.g. resources)	COMPLETED
Contact local council and Department of Human Services for information	As soon as practicable	Housing Project Manager or Delegate	Telephone / In person / Email	<input type="checkbox"/>
Contact Red Cross or Emergency Services for information about recovery services	As soon as practicable	Housing Project Manager or Delegate	Telephone / In Person / Email	<input type="checkbox"/>
Liaise with Insurer	As soon as practicable	Housing Project Manager or Delegate	Telephone / In Person / Email	<input type="checkbox"/>
Mitigate Business Risk	As soon as practicable	Housing Project Manager or Delegate	Secure Intellectual Property, Business information, documentation, computer backups etc	<input type="checkbox"/>
Mitigate Personal Risk	As soon as practicable	Housing Project Manager or Delegate	Restrict park entry, ensure personal protective equipment available & used by staff	<input type="checkbox"/>
Gather Information	As soon as practicable	Housing Project Manager or Delegate	Gather sufficient information as necessary to assist in recovery process.	<input type="checkbox"/>

4.2 Flood

FLOOD				
ACTION	WHEN	WHO	HOW (e.g. resources)	COMPLETED
Contact local council and Department of Human Services for information	As soon as practicable	Housing Project Manager or Delegate	Telephone / In Person / Email / WEB	<input type="checkbox"/>
Contact for information about recovery services	As soon as practicable	Housing Project Manager or Delegate	Telephone / In Person / Email / WEB	<input type="checkbox"/>
Have electrical, gas fixtures & plumbing checked by qualified personnel	As soon as practicable	Housing Project Manager or Delegate	Engage accredited contractors	<input type="checkbox"/>
Salvage, clean and dry as much as possible	As soon as practicable	Housing Project Manager or Delegate	Physical Inspection of Park	<input type="checkbox"/>
Mitigate further losses	As soon as practicable	Housing Project Manager or Delegate	Physical Inspection of Park	<input type="checkbox"/>
Liaise with Insurer	As soon as practicable	Housing Project Manager or Delegate	Telephone / In Person / Email / WEB	<input type="checkbox"/>
Refer to SES Business Floodsafe Guide	As soon as practicable	Housing Project Manager or Delegate	Read and Implement guidelines	<input type="checkbox"/>

4.3 Storm

STORM				
ACTION	WHEN	WHO	HOW (e.g. resources)	COMPLETED
Assess all Housing Project clients safe and accounted for	Immediately after Storm	Housing Project Manager or Delegate	Physical assessment & checking	<input type="checkbox"/>
Assess infrastructure is safe	Immediately after Storm	Housing Project Manager or Delegate	Physical assessment & checking	<input type="checkbox"/>
Clean Up of Housing Project Area	Immediately after Storm	Housing Project Manager or Delegate	Physical assessment & checking	<input type="checkbox"/>
Restoration of Business Activities	Immediately after Storm	Housing Project Manager or Delegate	Re-open for Business	<input type="checkbox"/>
Securing of Damaged Areas or Infrastructure	Immediately after Storm	Housing Project Manager or Delegate	Secure & remediate or repair	<input type="checkbox"/>

4.4 Structural Fire

STRUCTURAL FIRE				
ACTION	WHEN	WHO	HOW (e.g. resources)	COMPLETED
Ensure Danger has Passed and Scene Secure	As soon as Practicable	Housing Project Manager or Delegate	Advice from Emergency Services	<input type="checkbox"/>
Contact local council and Department of Human Services for information	As soon as practicable	Housing Project Manager or Delegate	Telephone / In Person / Email / WEB	<input type="checkbox"/>
Contact for information about recovery services	As soon as practicable	Housing Project Manager or Delegate	Telephone / In Person / Email / WEB	<input type="checkbox"/>
Have electrical, gas fixtures & plumbing checked by qualified personnel	As soon as practicable	Housing Project Manager or Delegate	Engage accredited contractors	<input type="checkbox"/>
Salvage, clean and restore much as possible	As soon as practicable	Housing Project Manager or Delegate	Physical Inspection of Park	<input type="checkbox"/>
Mitigate further losses	As soon as practicable	Housing Project Manager or Delegate	Physical Inspection of Park	<input type="checkbox"/>
Liaise with Insurer	As soon as practicable	Housing Project Manager or Delegate	Telephone / In Person / Email / WEB	<input type="checkbox"/>

4.5 Gas Leak

GAS LEAK				
ACTION	WHEN	WHO	HOW (e.g. resources)	COMPLETED
Ensure Danger has Passed and Scene Secure	As soon as Practicable	Housing Project Manager or Delegate	Advice from Emergency Services	<input type="checkbox"/>
Contact local council and Department of Human Services for information	As soon as practicable	Housing Project Manager or Delegate	Telephone / In Person / Email / WEB	<input type="checkbox"/>
Contact for information about recovery services	As soon as practicable	Housing Project Manager or Delegate	Telephone / In Person / Email / WEB	<input type="checkbox"/>
Have electrical, gas fixtures & plumbing checked by qualified personnel	As soon as practicable	Housing Project Manager or Delegate	Engage accredited contractors	<input type="checkbox"/>
Salvage, clean and restore much as possible	As soon as practicable	Housing Project Manager or Delegate	Physical Inspection of Park	<input type="checkbox"/>
Mitigate further losses	As soon as practicable	Housing Project Manager or Delegate	Physical Inspection of Park	<input type="checkbox"/>
Liaise with Insurer	As soon as practicable	Housing Project Manager or Delegate	Telephone / In Person / Email / WEB	<input type="checkbox"/>

4.6 Disease (water, vector etc)

DISEASE				
ACTION	WHEN	WHO	HOW (e.g. resources)	COMPLETED
Ensure Danger has Passed and Scene Secure	As soon as Practicable	Housing Project Manager or Delegate	Advice from Emergency Services	<input type="checkbox"/>
Contact local council and Department of Human Services for information	As soon as practicable	Housing Project Manager or Delegate	Telephone / In Person / Email / WEB	<input type="checkbox"/>
Contact for information about recovery services	As soon as practicable	Housing Project Manager or Delegate	Telephone / In Person / Email / WEB	<input type="checkbox"/>
Ongoing monitoring of area to prevent another outbreak.	Always	Manager	Microbiological test for water	<input type="checkbox"/>
Mitigate further losses	As soon as practicable	Housing Project Manager or Delegate	Physical Inspection of Park	<input type="checkbox"/>
Liaise with Insurer	As soon as practicable	Housing Project Manager or Delegate	Telephone / In Person / Email / WEB	<input type="checkbox"/>

4.7 Water Pollution

WATER POLLUTION				
ACTION	WHEN	WHO	HOW (e.g. resources)	COMPLETED
Ensure Danger has Passed and Scene Secure	As soon as Practicable	Housing Project Manager or Delegate	Advice from Emergency Services	<input type="checkbox"/>
Contact local council and Department of Human Services for information	As soon as practicable	Housing Project Manager or Delegate	Telephone / In Person / Email / WEB	<input type="checkbox"/>
Contact for information about recovery services	As soon as practicable	Housing Project Manager or Delegate	Telephone / In Person / Email / WEB	<input type="checkbox"/>
Ongoing monitoring of area to prevent another outbreak.	Always	Housing Project Manager	Consultation with Water Authority or EPA	<input type="checkbox"/>
Mitigate further losses	As soon as practicable	Housing Project Manager or Delegate	Physical Inspection of Park	<input type="checkbox"/>
Liaise with Insurer	As soon as practicable	Housing Project Manager or Delegate	Telephone / In Person / Email / WEB	<input type="checkbox"/>

4.9 Drought

DROUGHT				
ACTION	WHEN	WHO	HOW (e.g. resources)	COMPLETED
Arborist Inspection	After Drought Broken	Housing Project Manager or Delegate	Engage accredited contractor	<input type="checkbox"/>
Vegetation Assessment	After Drought Broken	Housing Project Manager or Delegate	Engage accredited contractor	<input type="checkbox"/>
Infrastructure Integrity Assessment	After Drought Broken	Housing Project Manager or Delegate	Engage accredited contractor	<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

4.10 Landslip

LANDSLIP				
ACTION	WHEN	WHO	HOW (e.g. resources)	COMPLETED
Ensure Danger has Passed and Scene Secure	As soon as Practicable	Housing Project Manager or Delegate	Advice from Emergency Services	<input type="checkbox"/>
Contact local council and Department of Human Services for information	As soon as practicable	Housing Project Manager or Delegate	Telephone / In Person / Email / WEB	<input type="checkbox"/>
Contact for information about recovery services	As soon as practicable	Housing Project Manager or Delegate	Telephone / In Person / Email / WEB	<input type="checkbox"/>
Have infrastructure, electrical, gas fixtures & plumbing checked by qualified personnel	As soon as practicable	Housing Project Manager or Delegate	Engage accredited contractors	<input type="checkbox"/>
Salvage, clean and restore much as possible	As soon as practicable	Housing Project Manager or Delegate	Physical Inspection of Park	<input type="checkbox"/>
Mitigate further losses	As soon as practicable	Housing Project Manager or Delegate	Physical Inspection of Park	<input type="checkbox"/>
Liaise with Insurer	As soon as practicable	Housing Project Manager or Delegate	Telephone / In Person / Email / WEB	<input type="checkbox"/>

4.11 Dam Failure

DAM FAILURE				
ACTION	WHEN	WHO	HOW (e.g. resources)	COMPLETED
Ensure Danger has Passed and Scene Secure	As soon as Practicable	Housing Project Manager or Delegate	Advice from Emergency Services	<input type="checkbox"/>
Contact local council and Department of Human Services for information	As soon as practicable	Housing Project Manager or Delegate	Telephone / In Person / Email / WEB	<input type="checkbox"/>
Contact for information about recovery services	As soon as practicable	Housing Project Manager or Delegate	Telephone / In Person / Email / WEB	<input type="checkbox"/>
Have electrical, gas fixtures & plumbing checked by qualified personnel	As soon as practicable	Housing Project Manager or Delegate	Engage accredited contractors	<input type="checkbox"/>
Salvage, clean and restore much as possible	As soon as practicable	Housing Project Manager or Delegate	Physical Inspection of Park	<input type="checkbox"/>
Mitigate further losses	As soon as practicable	Housing Project Manager or Delegate	Physical Inspection of Park	<input type="checkbox"/>
Liaise with Insurer	As soon as practicable	Housing Project Manager or Delegate	Telephone / In Person / Email / WEB	<input type="checkbox"/>

4.12 Medical Emergency

MEDICAL EMERGENCY				
ACTION	WHEN	WHO	HOW (e.g. resources)	COMPLETED
Ensure Danger has Passed and Scene Secure	As soon as Practicable	Housing Project Manager or Delegate	Advice from Emergency Services	<input type="checkbox"/>
Assist Housing Project Clients	During and After Event	Housing Project Manager or Delegate	In consultation with park clients & emergency or social services	<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

PART FIVE – EMERGENCY CONTACTS

Contact	Phone
Police, Fire, Ambulance	Emergency 000
Park owner	5966 9227 / 0488 227 703
Park operator (manager)	5966 9227 / 0488 227 703
Police	Emergency 000
CFA	Emergency 000
Ambulance	Emergency 000
VIC SES	13 25 00
Local Council	1300 368 333
VicRoads	13 11 70
Department of Human Services (DHS) State Duty Officer	1300 790 733
Water Authority	131 722
Electricity Authority	131 799
Gas Authority	132 771
Victorian Bushfire Information Line (VBIL)	1800 240 667
Victorian Poisons Information Centre	13 11 26
Department of Health (DoH)	1300 360 452 Eastern
Local Hospital	9871 3333 Maroondah Hospital
Dental	5967 2202 (Yarra Junction)
Medical After Hours	1300 766 858

PART SIX – EMPLOYEE EMERGENCY CONTACTS

Name	Position	Emergency Number	Alternative Number
TBA			

PART EIGHT – APPENDICES

8.1 Risk Assessment Tools

The risks to this caravan park have been identified using the *Australian Standard AS/NZS ISO 31000:2009 Risk Management Principles & Guidelines*.

Table 8.1.1: Measuring the likelihood of a hazard occurring

Level	Descriptor	Description In any one year, the likelihood of the event occurring is:
A	Almost certain	Close to 100% - annually
B	Likely	33% - once in every three years
C	Possible	10% - once in every 10 years
D	Unlikely	3% - once in every 30 years
E	Rare	1% - once in every 100 years

Table 8.1.2: Risk matrix – determining a risk level for each hazard

Likelihood	Consequence			
	Important	Serious	Major	Catastrophic
Almost certain	Moderate	High	Extreme	Extreme
Likely	Moderate	High	High	Extreme
Possible	Low	Moderate	High	High
Unlikely	Low	Moderate	Moderate	High
Rare	Low	Low	Moderate	Moderate

Table 8.1.3: Recommended action for each risk category

Risk category	Recommended action
Extreme risk	Must be managed with a detailed plan – will require resources and training
High risk	Requires immediate planning – resource priority and training
Moderate risk	Manage by specific monitoring or response procedures
Low Risk	Manage by routine procedures

Table 8.1.4: Measuring the consequence of a hazard occurring

Level	Indicative guide to potential consequences					
	People	Infrastructure	Public Administration	Environment	Economy	Social Setting
Catastrophic	50+ lives lost Hundreds injured 1,000+ houses destroyed 2,000+ people displaced 10,000 – 30,000 livestock lost.	Loss of critical infrastructure and / or services for 24-48 hours to the Melbourne metropolitan area.	Significant statewide outage. Royal Commission or other similar inquiry leading to changes in policy and practice.	Permanent total loss of one or more ecosystems or critical habitat elements. Loss of nationally significant cultural assets.	\$1 billion or 30% of State revenue.	Severe disruption to community wellbeing over a whole area or large part of it for a period of many years.
Major	10 fatalities as a direct result of the event 300+ houses destroyed 500+ people displaced 10,000 – 30,000 livestock lost Significant loss of agricultural breeding stock.	Loss of critical infrastructure and / or services for 8-16 hours to the Melbourne metropolitan area. Loss of services to a major regional city / several suburbs for up to a week.	Significant regional and local outrage, with some occurring at state level. Parliamentary or other inquiry leading to changes in practice.	Permanent partial loss of one or more ecosystems or critical habitat elements. Extinction of a species or significantly increase the likelihood of extinction to almost certain that intervention such as captive breeding programs are required. Loss of state significant cultural assets.	Damage costs including legal actions and / or industry impacts (tourism, forestry, wine and grape etc) to the value of more than \$300 million.	Severe disruption to community wellbeing over a wide area of for more than 24 months.
Serious	5 fatalities as a direct result of the event Large number of people affected by the event 100+ houses destroyed 200+ people displaced 3,000 – 10,000 livestock lost.	Loss of critical infrastructure and / or services for 2-5 hours to the Melbourne metropolitan area. Loss of services to a major regional city / several suburbs for 3-4 days.	Some outrage at local and regional level.	Long term disturbance to one or more ecosystems or critical habitat elements. National response and / or support for animal welfare. Loss of regionally significant cultural assets.	Damage costs including legal actions and / or industry impacts (tourism, forestry, wine and grape etc) to the value of more than \$100 million.	Severe disruption to community wellbeing over a moderate to large area for a period of months.
Important	Single fatality and / or multiple serious injuries requiring hospitalisation as a direct result of the event Up to 30 houses destroyed 50+ people displaced 3,000 – 10,000 livestock lost.	Loss of critical infrastructure and / or services for 1 hour to the Melbourne metropolitan area. Loss of services to a major regional city / several suburbs for 1 day. Loss of services to a local community for a week.	Local outrage and concern	Temporary disturbance to one or more ecosystems or critical habitat elements. Local response and / or support for animal welfare.	Damage costs including legal actions and / or industry impacts (tourism, forestry, wine and grape etc) to the value of more than \$30 million.	Localised disruption to community wellbeing over a small area for a period of weeks.

8.4 Specific Responses

See enclosures in Manual – Sections 2 and 3 or refer CFA Flip Cards for the following:

- **Structure Fire**
- **Bushfire**
- **Hazardous Material**
- **Gas Leak**
- **Floods / Severe Storms**
- **General Evacuation**
- **Medical Emergency**
- **Personal Threat / Civil Disturbance**
- **Earthquake**

See also the Bushfire Management Plan Addendum and Flood Management Plan Addendums where sufficient notice or warning has been provided for these specific events.

8.5 Material Safety Data Sheets

See enclosures in Manual – Section 3 TBA

8.6 Maintenance / Testing / Training Logs

See enclosures in Manual – Section 3 TBA